



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF STATE PROCUREMENT**  
1509 West Seventh Street, Suite 300  
Post Office Box 2940  
Little Rock, Arkansas 72203-2940  
Phone: (501) 324-9316  
Fax: (501) 324-9311  
<http://www.state.ar.us/dfa>

### Memorandum

**TO:** All State Agencies, Boards and Commissions and Institutions of Higher Education

**FROM:** Joe Giddis, Director  
State Procurement

**DATE:** October 2, 2002

**SUBJECT:** New Procurement Codes for Purchase Card and Travel Card Programs

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The Office of State Procurement has established two new procurement codes for the state procurement program. The two new Codes are "PC" and "TC". "PC" is the new code for the Arkansas Purchasing Card Program. "TC" is the new code for the Arkansas Agency Travel Card Program. Below is a listing of the State's Procurement Codes.

**PROCUREMENT  
CODE DESCRIPTION**

**EXPLANATION**

EI	Exempt Item	Use for payroll items
EL*	Exempt from	Procurements listed as exempt in A.C.A. of 1987, § 19-11-203(5) and (14)
ML	Purchasing Law	
EM	Emergency	Acquisitions of commodities or services which, if not immediately initiated, will endanger human life, health, state property or the functional capability of a state agency
MM		
SS	Sole Source	Procurements which, by virtue of the performance specification, are available from a single source, including repairs involving hidden damages
MS		
SO	Small Order	Purchases not subject to Amendment 54 to the Arkansas Constitution, not included on state contract, and costing <b>\$5,000</b> or less
MO		
QC	Quote	Procurements of printing and supplies subject to Amendment 54 to the Arkansas Constitution, not included on state contract, and costing <b>\$25,000</b> or less;
MC	Constitutional Item	

whenever possible, at least three competitive bids must be obtained. Quotations in this category may be obtained by state agencies only if issued a delegation order for this specific purpose.

CB MB	Competitive Bid	Procurements not subject to Amendment 54 to the Arkansas Constitution, not included on state contracts, and costing between <b>\$5,000</b> and <b>\$25,000</b>
WS	Workshop Products	Items listed in the workshop-made products price list in accordance with A.C.A. of 1987, § <b>19-11-901</b> of subchapter <b>9</b>
ER MR	Exempt by <b>Purchasing Regs</b>	Retail credit card purchases
PC		Arkansas Purchasing Card Program Purchases made using charge card authorized by Arkansas Department of Finance and Administration, and the Office of State Procurement
TC		Arkansas Agency Travel Card Program Purchases made using charge card authorized by Arkansas Department of Finance and Administration, and Office of State Procurement
ST MT	State Term	Procurements made under a term contract issued by the Office of State Procurement
SF MF	State Firm	Procurements made by the issuance of a firm contract by the Office of State Procurement
AA MA	Agency Contract Award	Procurements made under a term contract by a state agency having Agency Procurement Official
AX MX	Agency Quantity Fixed	Procurements made by the issuance of a fixed quantity contract by a state agency having an Agency Procurement Official
BU MU	Bid Unsuccessful	Procurements authorized by Agency Procurement Officials for their agency or the Office of State Procurement for all other state agencies when the competitive sealed bid

process has produced no satisfactory results

FE Funds Exempt  
ME

Procurements from auxiliary and restricted funds

RP Resale Purchase  
MP

Items procured for resale in cafeterias, bookstores, etc.; however, these items cannot be transferred or sold to a department or agency in order to circumvent applicable procurement procedures

\*EXAMPLES:

Exempt by Act 482:

1. Interagency expenditures
2. Travel reimbursement
3. Taxes
4. Advertising in newspapers
5. Fees
6. Postage
7. Copyrighted educational aids
8. Services of visiting speakers
9. Freight and storage charges
10. Licenses
11. Arkansas Highway Department for construction, reconstruction and maintenance of roads and bridges

Exempt by other laws:

1. Contract labor
2. Workers' compensation
3. Professional and consultant services contracts

MINORITY PURCHASES

The purchase codes have been revised to enable automatic reporting of minority purchases by the Department of Finance and Administration, relieving state agencies from the requirements of submitting the reports. Agencies need only enter the second alpha designator on requests or invitations to bid prior to award. The first alpha designator is added at the time of award. If awarded to a minority vendor, the first alpha designator will be an "M" in all cases. If awarded to other than a minority vendor, the alpha designator will be that indicated in the above list of purchase codes.